How to

Secure a Form W2 for Distribution

To ensure the confidentiality of a form W2, please review and follow these instructions.

Departments must be sure to give a reissued statement *only* to the employee identified on the Form W-2.

Before delivery to an employee, the IRS instructs that reprinted Forms W-2 be marked as "Reissued Statement." These words should appear typewritten at the bottom of Copies B, and at 2, and at the top of Copy C.

W2s may can be either bi-folded or tri-folded as long as the data is on the inside. Make sure that the employee's name (and other relevant information) is on the outside, so that the data may be given only to the employee identified on the Form W-2.

After folding the W2s, tape or staple them in a manner where the staple/tape will not interfere with the data.
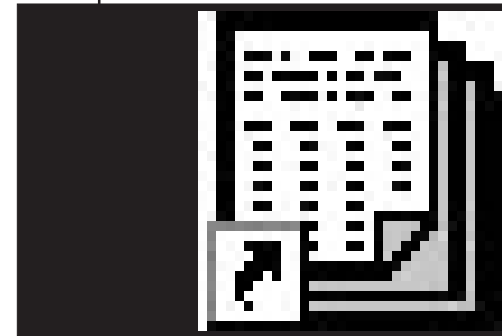
How to
View
&
Print
W2S

For Wages Paid Using HRCMS

Employee payroll information should be protected. Please ensure that report printing is secure.

How to View & Print W2S

Using DocumentDirect

STEP 1

Open Document Direct.

DocumentDirect

STEP 2

Select **Document Explorer** from the **Menu** bar
The Document Explorer window will open.

STEP 3

From the list on the left panel.
Select the option you normally use to view reports. Click on the Locate button.

The Locate window opens.
In the **Report ID box**
Type the **Report ID: HMTAX007**
Click on the Locate button.

STEP 4

The Attach to Server window opens.
In the **Recipient ID box**
Type your **UAID.**
In the **Password box**
Type your **UAID** password.
Click on the OK button.

STEP 5

Report ID is displayed in the left window panel.
Click the plus sign ⊞ next to the Report ID.
Scroll down to see the version by date.
Click on the plus sign ⊞ next to the date
(*most recent* Report *is at the top*).
Click on the Locate button
in the **Section ID** box.
Enter the Dept ID followed by a space then enter the employee's Social Security number
(Note: you must type the hyphens.)

STEP 6:

Select page 1 on the right hand side.
After the report is displayed in the window,
Click View on the **Menu** bar,
Then select **"Fit on Selected Paper."**
The W2 is now ready to be printed.
Note: the second page contains the standard set of notes on the reverse of the W2.

STEP 7: PRINTING

To Print the W2,
Click File on the **Menu** bar,
Then select **Print.**
Click on the OK button

The W2 will print at your default laser printer.